

approved 4/10/13

January 10, 2013

Minutes of the Madison County Board of Trustees

Present: Victor Johnson, Ramona Booth, Gene Lurwig, George Nale, Mike Moak, Calvin Ward, Suzanne Degrasse, Kathryn Ames, and Donna Brumby.

Members not present: Pat Herndon, Karen Harrison, ~~Otelye~~ Byrd.

Chairman Victor Johnson called meeting to order at 4:30.

Corrections to Oct. 11, 2012 minutes should show motion passed concerning the cleaning contract with "Two Women and a Bucket.

Under New Business, slate of officers should be "slate".

Motion made by Ramona Booth to accept minutes as corrected. Motion passed.

Chairmans Report: Victor Johnson

Victor Johnson stated he was railroaded into the chairmans position. He was thanked for serving in this position by all the board members. He will do a great job.

Branch Managers Report: Suzanne Degrasse

See attached: Also, Suzanne Degrasse commented on the Chamber of Commerce having the library calendar in their news letter at no cost to the library.

Regional Directors Report: Kathryn Ames

See attached: Also, the state has increased mileage from .55 to .56 cents per mile. The library construction balance is \$38,266.20 and it has to be spent by Dec. 2013. Donna Brumby spoke about the NEGRG for workforce development offered the use of a mobile computer training lab starting in Feb. for Madison County. Students will sign up for the classes in the library. Classed will begin with computer basics. HOT DOG DAY at the capital will be Jan 29 for those who want to attend and speak with our state representatives. The state wants the library systems to find a lower cost broad band for internet use.

Friends of the Library Report: Victor Johnson

Friends may give library a gift of \$7,000.00 to \$9,000.00 this year and for the next 4 years \$4,000.00 per year.

Committee Reports:

Buildings and Grounds: Pat Herndon

Pat was not present. Suzanne Degrasse stated in her report that Wayne Green has been hired as the grounds keeper for the library at 5 hrs. per week. Salloum Construction will look at some of the problems with the library building. Suzanne stated the roof still leaks in one place.

Finance: George Nale

The CD is \$23,573.56

Personnel: Gene Lurwig

Suzanne will hire a part time employee and is now holding interviews.

Gifts: Pat Herndon, not present

Old Business:

Kathryn Ames discussed security systems and presented a quote of \$11,468.75 . Quote attached.

She explained a SelfCheck system for patrons in the library to check out items themselves. She provided a quote of \$41,590.00. It was discussed at length. Ramona made the motion to accept the security system bid with the addition of any door contacts needed, and to accept the 3M SelfCheck system with only "one" SelfCheck Kiosk. Motion passed.

Motion made by Mike Moak to use what is needed of the \$10,000.00 CD for building improvements. Motion passed.

Motion made by George Nale to use up to \$2,500.00 for the library managers office. Motion passed.

Committee Assignments:

Victor Johnson - Chairman

Ramona Booth - V.P.

Finance

Special Projects

Ch - Challenged Materials

Gene Lurwig - Secretary

Ch - Personnel

Buildings and Grounds

George Nale - Treasurer
Regional Director
Finance
Special Projects

Otelyer Byrd
Personnel
Gifts
Friends Liason

Karen Harrison
Regional Director
Personnel
Gifts

Pat Herndon
Ch - Building and Grounds
Ch - Gifts
Challenged Materials

Mike Moak
Regional Director - President
Ch - Spec Projects
Finance
Challenged Materials

Calvin Ward
Building and Grounds
Special Projects

approved 7/11/13

April 11, 2013

Minutes of the Madison County Library Board of Trustees

Present: Victor Johnson, Gene Lurwig, George Nale, Ramona Booth, Otelyer Byrd, Karen Harrison, Kathryn Ames, Suzanne DeGrasse and Donna Brumby.

Members not present: Pat Herndon and Calvin Ward, Mike Moak

Chairman Victor Johnson called meeting to order at 4:30

Motion made by George Nale to accept minutes of January 10, 2013 meeting. Passed

Chairmans Report: Victor Johnson

Branch Manager Report: Suzanne DeGrasse

See attached: Patrons use of library is up over 7000 from last year at this time. Security system is installed and in operation. RFD tags are being placed on all library items that are checked out.

Two belts had to be replaced on one of the heating/air systems.

Wayne Green is doing the landscaping, helping tag items and is very helpful in general.

Regional Director Report: Kathryn Ames's

See attached: Electric usage is less than anticipated. There is about \$10,000.00 left is the construction fund. It has to be used by June. Give suggestions to library branch manager, Suzanne DeGrasse. \$1200.00 more will be needed for health insurance for library employees.

2 million dollars was given to the state for library computers.

Friends of the Library Report: Victor Johnson

The spring book sale raised over \$4400.00 . Certificates will be given to volunteers for their numerous hours of time.

Jonathan Ambrose will speak on The Natural Communities of Georgia at the Friends meeting April 28, 2013.

Committee Reports:

Building and Grounds: Gene Lurwig

Pat Herndon {chair} sent e-mail, stating this committee may have to meet concerning the new cleaning contract.

Finance: George Nale

\$23579.59 is the balance of the CD.

Gifts: None

Special Projects: None

Old Business:

Library Security system and Auto Check Out is in operation. Construction details have been taken care of except for the loose ceiling panel, " and warped trim cover on wall beam."

New Business:

The cleaning contract expires April 30, 2013. Annual short falls of \$4500.00 on the cleaning contract and \$3600.00 on health insurance increases in the budget means we need to fund the \$8100.00 short fall from other funds.

George Nale made motion to take \$8100.00 from the net fund equity reserve fund to use for cleaning shortfall and healthcare increase. Motion passed

George Nale made motion to renew cleaning contract with Two Women and a Bucket, if they agree, through Dec. 31, 2013, and to give authority to library manager Suzanne DeGrasse to adjust cleaning requirements. Motion passed.

Meeting adjourned at 5:15.

approved 10/10/13

July 11, 2013

Minutes of the Madison County Library Board of Trustees

Present: Victor Johnson, Karen Harrison, George Nale, Gene Lurwig, Otelyer Byrd, Suzanne DeGrasse, Kathryn Ames, and Donna Brumby.

Not present: Mike Moak and Ramona Booth.

Chairman Victor Johnson called meeting to order at 4:35.

Motion made by George Nale to accept minutes of April 11, 2013 meeting. Passed

Chairmans report: Victor Johnson

Branch Manager Report: Suzanne DeGrasse

See attached report: Suzanne reported a large increase in patrons. She also reported Wayne Green is doing a good job with landscape maintenance but is not being paid from the landscape fund. She does not know how he is being paid. The pine straw company has not been paid and will not sell more pine straw until the have been paid. Suzanne will check to be sure the invoices are being received at ARLS.

Regional Director Report: Kathryn Ames's

See attached: Also, healthcare insurance is going up \$100.00 a month per employee. The library system will be a source for information for Obama Care. Starting in Oct. 2013, Mrs. Ames would like the library board to submit ideas and work on a new strategic plan over the next 3 board meetings.

Mrs. Ames suggested a bike rack in front of library. The Library Board will decide where to place the rack.

Donna Brumby reported a change in the number of DVD's a patron can check out from 6 to 15 on one library card.

Committee Report:

Building and Grounds: Pat Herndon. Wayne Green is doing a fine job with what he has to work with.

Finance: George Nale. The CD balance is approximately \$23584.59

Personnel: None

Gifts: None

Special Projects: None

Old Business:

Library construction: All state funds have been expended, and \$1000.00 is being used for furniture, leaving around \$5500.00 in reserve that could be used on library materials. The roof is still leaking over Jennifer Ivey's desk. The contract/project manager claims they have fixed it several times, but no one has seen anybody on the roof doing repairs. Since this started during construction and was on the final check list, Suzie will look into filling a claim on the surety bond under the construction contract.

New Business:

Victor Johnson will be working on the library 2013-2014 budget and submitting it to the Madison County Board of Commissioners in the near future.

Meeting adjourned at 5:25

approved 4/10/14

**Athens Regional Library System
Madison County Library Board of Trustees
Meeting Minutes: October 11, 2013**

Members present: Ramona Booth; Karen Harrison; Pat Herndon; Victor Johnson; Mike Moak; Calvin Ward. Members absent: Otelyer Byrd; Gene Lurwig
Staff present: Kathryn Ames; Donna Brumby; Suzanne DeGrasse

Chairman Victor Johnson called the meeting to order.

Motion made by Mr. Nale, seconded by Ms. Harrison, to approve July minutes. Unanimous approval.

Chairman's report: Victor Johnson

Branch Manager's report: Suzanne DeGrasse

Ms. DeGrasse reported on quarterly statistics, adult and children's programming, the 2013 Summer Reading Program, staff development activities, displays, and gifts to the library.

Regional report: Kathryn Ames

A Maintenance/Repair/Renovation (MRR) grant from the State Library was funded by the Georgia Legislature for the purchase of computer and other electronic equipment for public libraries in every county. Purchases for Madison County Library will include several new computers and Windows upgrades.

The State Library's proposed budget for 2015 will not include any funds for the purchase of library materials. State law requires a 35 cent per capita allotment for library materials, but this can be overridden due to budget restraints set by the legislature.

November 17 will be the grand opening of the new Royston Public Library. All Madison County Board members and staff are invited.

Ms. Ames clarified that it is still not too late for Madison County to apply for a MRR grant for 2014 for the library.

There was a discussion concerning remaining building issues. Ms. DeGrasse gave an update on the status of the defective Trane unit. Ms. Ames reported that there is about \$5000.00 left in the construction budget. Mr. Moak made a motion to move the remaining construction funds to the Reserve, but leave it noted as a line item for building and grounds. Mr. Nale seconded. Unanimous approval.

Mr. Ward and Mr. Johnson arranged to speak with Madison County Chairman Anthony Dove about the proposed budget. Discussion included the required \$843.00/month employer's share payments for every salaried employee.

Friends of the Library report:

The Friends raised over \$5000.00 at the most recent book sale and \$250.00 through the holiday sale. October 27 will be the next general meeting, at which a trained Medline health insurance navigator will present a program on the Affordable Care Act.

Finance Committee report: George Nale

**Athens Regional Library System
Madison County Library Board of Trustees
Meeting Minutes: October 11, 2013**

There was a discussion about moving the CD from Region's Bank. Ms. Herndon moved to allow Mr. Nale to investigate current rates and move the CD to the bank that will pay the highest interest. Ms. Booth seconded. Unanimously passed.

Old Business:

The budget proposed to the Board of Commissioners was discussed; it will not be voted on until early December.

New Business:

A slate of Board officers for 2014 was discussed. Ms. Herndon moved that the current Executive Board of Offices be kept for another year. Mr. Nale seconded. Unanimous approval.

Ms. Ames lead the group in Strategic Planning activities

- Schedule for Planning Process
- Allocating Resources
- Selecting Service Responses through SWOT analysis
- Defining Goals and objectives
- The Special Project Committee (Ms. Booth, chair; Mr. Moak; Mr. Nale) will take the Board's selections, think about community members who might be interested in assisting the Board with this planning process

At 5:50, Mr. Moak moved that the meeting be adjourned. Unanimous approval.

(Minutes recorded by Ms. DeGrasse; transcribed by Ms. Brumby)